

# ARTS PROGRAMS SUPERVISOR

**GRADE: 22**

**FLSA: EXEMPT**

## CHARACTERISTICS OF CLASS:

The Arts Programs Supervisor performs difficult professional and responsible administrative work with responsibility for coordinating, planning, and developing City-wide arts and cultural activities for all ages. The employee works extensively with community-based arts organizations, the Cultural Arts Commission, volunteers, artist-contractors, and citizens in producing quality program offerings, special events, and visual arts projects. The employee supervises part-time staff and volunteers. The employee is responsible for carrying out all City policies and procedures pertaining to recreation and arts-related programs and for maintaining careful and accurate control of budgeted expenditures and revenues in accordance with accepted City procedures. The Arts Programs Supervisor is directly supervised by the Superintendent of Recreation, and is required to work as a team member with other department staff and staff from other City departments to ensure smooth coordination of department services. The employee must exercise considerable independent judgment in carrying out assignments.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Plans, organizes, schedules, supervises, coordinates, and participates in all components of the City's arts programs, including the Municipal Art Gallery,

the Rockville Concert Band, the Community Chorus, the Civic Ballet, Courthouse Square events, the Art in Public Places Program, City-wide special events, the Artist-in Residence program, and lore.

- Works with civic groups, parent/student groups, local and regional arts organizations, and other community groups in determining arts/cultural needs/desires, and implements programs and services which satisfy those needs in a cost effective manner.
- Coordinates the gathering arts/cultural needs/desires and evaluation.
- Works with the Director of Recreation and Parks, the Superintendent of Recreation, other department staff, and the Cultural Arts Commission to develop and implement new programs and systems for managing programs.
- Represents the Department of Recreation and Parks on the Cultural Arts Commission.
- Develops timely public service, promotional and informative compositions for the quarterly recreation brochure, city newsletter, and other media.
- Develops calls-for-entry for numerous competitive art selection processes.
- Recruits, selects, trains and evaluates part-time staff and
- Gathers information pertaining to new developments in the field of arts and cultural activities and applies these methods and practices to professional guidance and training for employees and volunteers.
- Performs related work as required.
- Ensures that community and citizen input is solicited in reference to program evaluation and changes, employing formal and informal surveys, meetings and personal contact. .
- Submits to accountant, expenditure and revenue information.
- Operates revenue and non-revenue supported programming within budgetary guidelines as developed by staff and the Mayor and Council of Rockville.
- Maintains extensive records related to program registration and participation.
- Develops and implements safety and risk management policies and strategies which will maximize participant safety and minimize the City's potential liability.
- Inspects regularly and carefully all program operations to ensure proper supervision of staff and participants.
- Inspects regularly and carefully all programs for coordination with the building maintenance division and other department staff to ensure these facilities are maintained in a proper and safe manner.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a graduation from an accredited college or university with major course work in recreation, arts management, or an appropriate, related field, plus five years of progressively responsible experience in recreation or arts programs administration.

### **Preferred Knowledge, Skills and Abilities:**

- Considerable knowledge of and appreciation for the objectives and principles of a planned and diversified recreation program appealing to teens and other age and interest groups. .
- Considerable knowledge of the organization, development and operation of a diversified recreation program.
- Ability to administer such program within general policy guidelines and budgetary limitations.
- Ability to make decisions recognizing established precedents and practices, and to use resourcefulness in meeting new situations.
- Ability to establish and maintain effective working relationships with persons and groups interested in recreational, arts/cultural activities, associates and other employees and departments, and the general public.
- Ability to stimulate staff and volunteers to maintain a high level of quality and creativity in their daily work.